



HWAL'BAY BA;J WAYO:WO'JO HUALAPAI HOUSING DEPARTMENT

Request for Proposals Milkweed Springs Playground

**Hualapai Housing Department
Date: November 2, 2018**

INTRODUCTION

The Hualapai Housing Department (HHD) is seeking qualified proposals for professional construction services from qualified, registered firms that are licensed to perform work in the state of Arizona. The selected firm will enter into a fixed-priced contract for the completion of this work. This Request for Proposal is open to both Indian and non-Indian firms.

The HHD is undertaking a complete REHAB project of the Milkweed Springs Playground.

Project Location

The project site is located in the Milkweed Springs community off Route 66, on the Hualapai Indian Reservation.

Project Purpose

The project is to replace outdated playground equipment, replacement of sand, renovate swing sets, provide gazebos, and landscape the exterior of the playground.
A Scope of Work will be provided during the Contractor job walk.

Project Funding

The project is being funded by Indian Housing Block Grant (IHBG) funds, and as such, is subject to all rules and statutes pertaining to construction with NAHASDA funds. Applicable federal clauses shall be followed by the successful bidder and the Housing Department.

Project Delivery and Tribal Stipulations

The price and contract will be procured using the Hualapai Tribe's Competitive Proposal method as described under the Hualapai Tribe's Procurement Policy procedures, as it has been determined to be the most appropriate method of contracting for the subject project.

Intent

The Hualapai Housing Department seeks a strong, cohesive contractor experienced working with Indian tribes in remote areas. It is the Housing Department's desire to procure a safe and aesthetically pleasing playground for the Hualapai Community.

The Housing Department intends to enter into a contract with a firm that demonstrates the knowledge and experience to complete this project in a timely manner and that serves the best interest of the Housing Department. The selection of the firm shall be based on the evaluation criteria in this RFP.

The Housing Department intends for the firm to complete all work for this project within **90** days of the signing of the notice to proceed.

PROPOSAL PROCESS

The work includes all calculations, construction and testing as required for the completion of this project. The proposals will be based on the Housing Department's Scope of Work, which will be provided at the Pre-Bid Conference. Proposers will acknowledge the Scope of Work as the required baseline information.

The proposal shall include the following items. However, the items are not exclusive of other considerations, which may be deemed by the Housing Department as appropriate, given the content of the proposals.

1. Proposals shall include a valid contractor's license, liability insurance and each person submitting a bid shall execute an affidavit, in the form provided by the Housing Department, to the effect that he has not colluded with any other person, firm or corporation in regard to any bid submitted. Such affidavit shall be attached to the bid.
2. Provide a thorough physical inspection of the project and any field measurements utilizing the SOW and plans provided.
3. Provide a timeline for the progress of the project.
4. The Housing Department will inspect the progress on a weekly basis.
5. Contractor will provide all equipment and tools necessary to complete the project.
6. Contractor to provide all sanitary equipment for the project & workers (Trash bin, porta-john & storage).
7. Contractor to comply with all Safety Codes for their workers, property and equipment.
8. Contractor to be responsible for all material handling and storage of equipment or materials.
9. Contractor to provide all transportation needs and transporting of materials.
10. Contractor to provide a thirty six (36) month warranty period for all work completed.
11. Provide for final site clean up.

All work performed will be certified and verified to comply with the 2009 International Building Code. The awarded firm will be responsible for all fees, including, but not limited to testing, inspection, and business fees. The Tribal Employment Rights Office imposes a 1% fee on the contract amount.

Instructions to Proposers

PRE-BID CONFERENCE: Wednesday November 14, 2018 at 9:00 AM Arizona Time. **This conference is mandatory, all proposers must attend this conference.** The purpose of this conference will be to clarify the contents of this solicitation in order to prevent any misunderstanding of the Hualapai Housing Department's position. Any doubt as to the requirements of this solicitation or any apparent omission or discrepancy should be presented to the Housing Department at this conference. The Housing Department will then determine the appropriate action necessary, if any, and may issue a written amendment to the solicitation. Oral statements or instructions will not constitute an amendment to this solicitation. Persons with a disability may request a reasonable accommodation by contacting **Larry McElhenney, (928) 769-6475**. Requests for accommodations must be made forty-eight (48) hours in advance of the event.

A site visit will take place on Wednesday November 14, 2018 for proposers. This visit will provide an opportunity for potential bidders to receive answers to specific questions and to review the SOW.

The competition will be based on Experience and Qualifications, Specialized Experience and Technical Competence, Cost and Schedule, Financial Capability, and Indian Preference. Proposal submittals will be reviewed by a three (3) person Evaluation Selection Committee.

Selection of the firm will follow a one-step process. This will be used to ensure selection of the firm providing the best overall capability to perform the work in a manner most advantageous to the Hualapai Housing Department, in accordance with established evaluation criteria. Proposers are encouraged to demonstrate adequate experience, past performance, and technical/project management approach to establish why their proposal will provide maximum benefit to the Tribe. **The highest technically qualified proposer will be awarded the contract.**

The proposals must be received by the due date and time assigned at the submittal location specified herein. Any proposals received after the due date and time assigned will be returned unopened. The Hualapai Housing Department reserves the right to reject any or all proposals, or to withhold the award for any reason it may determine, and to waive or not waive any informalities in any proposal. All information regarding the content of the specific proposals will remain confidential until a contract is finalized or all proposals are rejected.

SUBMITTAL DUE DATE:	November 26, 2018 at 2:00 PM Arizona Time
SUBMITTAL LOCATION:	Hualapai Housing Department Office 600 Highview St. Peach Springs, AZ. 86434

Proposals should be submitted in an original and two (2) copies.

Firms may withdraw proposals at any time prior to the date and time set for closing.

Only the Hualapai Housing Department has the authority to receive official proposals for this project.

If you have any informal questions about the RFP process, please contact:
Larry McElhenney, Procurement Officer at (928) 769-6475.

The Housing Department shall not reimburse any proposer the cost of responding to the RFP.

The Hualapai Housing Department conducts solicitations and good faith by granting competitors an equal opportunity to win an award. If firms feel the Housing Department has fallen short of these goals, proposers may submit a protest pursuant to the Tribe's Procurement Policy. Protests should be directed to:

Hualapai Tribe Grants & Contracts Department
Attn: Salena Siyuja, Compliance Officer
P.O. Box 179
Peach Springs, AZ. 86434

SCHEDULE OF EVENTS

Below is the current schedule of the remaining events that will take place in the selection process. The Hualapai Housing Department reserves the right to make changes or alterations to the schedule as the Housing determines is in the best interests. Proposers will be notified sufficiently in advance of any changes or alterations in the schedule. Unless otherwise notified in writing by the Hualapai Housing Department, the dates indicated below for submission of items or for other actions on the part of a Proposer shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Proposer to be disqualified as non-responsive. After selection of a firm, the selected proposer and the Hualapai Housing Department are expected to enter into a contract within fifteen (15) days.

November 2, 2018	RFP advertised on the Hualapai Tribe Website (RFP will be removed from the website on the due date of the proposals)
November 14, 2018 at 9:00 AM	Pre-bid conference at the Hualapai Housing Office
November 14, 2018 at 10:00 AM:	Site visit for potential proposers
November 26, 2018 at 2:00 PM	Proposals due to the Hualapai Housing Department
November 27, 2018	Firm selected
November 29, 2018	Hualapai Housing and Awarded Firm sign contract

SELECTION CRITERIA

Contractor Selection

After receipt and review of the proposals, a three Person Evaluation Selection Committee will rate the proposers in accordance with the *Criteria for Contractor Selection* below, and prepare a recommendation report to the Hualapai Housing Director. The Housing Director will select a firm based on the evaluations and recommendations of the Committee. The Housing Director will forward the proposed selected firm to the Housing Board for approval, if necessary, per the Hualapai Tribe Procurement Policy.

The Hualapai Housing Department reserves the right to reject any and all proposals, to waive any informalities or irregularities and to award the contract that is in the best interest of the Hualapai Housing Department.

Each firm submitting a proposal will be notified of the final selection.

Criteria for Contractor Selection

The following is the scoring for the proposals:

Experience and Qualifications	(up to 25 points)
Specialized Experience and Technical Competence	(up to 25 points)
Cost & Schedule	(up to 25 points)
Financial Capability	(up to 15 points)
Indian Preference	(up to 10 points)
Total:	(100 points)

1. Experience and Qualifications:

- a) The name, address, phone, e-mail and fax number of the firm applying.
- b) The firm's previous experience in working with Indian Tribes on similar projects.
- c) Provide experience and qualifications of professional personnel that will conduct the field work, testing, and reports for the project.
- d) Provide at least three developmental references, their addresses, phone numbers, and relation to contractor.

2. Specialized Experience and Technical Competence:

- a) Proposals should have at least five years of experience with projects similar in scope.

3. Cost & Schedule

- a) The firm fixed price fee, to include professional fees, mileage rate (federal per diem), equipment rental, telephone, shipping, printing, copying and other reimbursable related expenses and travel costs.
- b) The firm shall include in their fee proposal all reimbursable costs for site visit to complete site information and attend on-site meetings with the HHD staff and partners to complete the scope of work.
- c) The fee proposal shall also include the applicable 1% Tribal Employment Rights Office (TERO) fee.
- d) The firm shall include in their proposal a time and schedule in calendar days, predicated upon suitable weather, for completing the work. The schedule is to show, at minimum: the start date, a timeline for each phase of the project, ie. trenching, form placement, rebar grid and concrete placement.

4. Financial Capability:

- a) Demonstrate that the firm is able to undertake a project such as this that will be payable on a deliverable basis. Firm will provide a payment schedule.
- b) Submit a current financial statement indicating financial status of the enterprise.

5. Indian Preference:

- a) Indian organizations and Indian-owned economic enterprises must submit with their proposal a completed "Indian Preference Qualifications Statement" to qualify for Indian Preference consideration, seven (7) calendar days prior to the time of the bid opening. The statement must demonstrate evidence of Indian ownership and control **(Mandatory)**
- b) **All proposals** must contain a statement of commitment to provide Indian Preference in subcontracting, training, and employment and must contain a statement describing the methods that will be used to provide such preference.